



Department of Administrative Services Customer and Employee Relations Job Announcement

ANNOUNCEMENT #: 200632

POSITION: Category Cluster Manager

LOCATION: State Purchasing
200 Piedmont Avenue
13th Floor, West Tower
Atlanta, GA

APPLICATION DEADLINE: Open until filled

WHO MAY APPLY: All applicants

PAY GRADE: 21

PAY GRADE SALARY RANGE: \$5,090.88 - 8,900.64 per month

GENERAL DESCRIPTION: Join the state of Georgia in building a strategic sourcing team to help us realize a procurement transformation as we adopt best practices.

The Category Cluster Manager will serve as a manager over a category cluster in State Purchasing's Strategic Sourcing section, manage target savings and performances for category cluster, develop and execute procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned category cluster, and develop and maintain strong working relationships with internal and external stakeholders.

Required Knowledge, Skills, and Abilities

- Strong oral, written communication and presentation skills
- Strong interpersonal skills
- Strong people management skills (managing, motivating, developing staff)
- Ability to effectively work with internal and external stakeholders
- Strong decision making skills
- Strong category and general procurement background
- Expert knowledge of pricing and negotiations
- Expert knowledge of major supply markets, categories, and products
- Ability to think strategically

MINIMUM QUALIFICATIONS: Completion of a Master's degree in business administration (MBA) or public administration (MPA) from an accredited college or university
AND

Five years of professional procurement/sourcing experience, three

years of which were in a managerial capacity.

OR

Completion of a four-year degree from an accredited college or university

AND

Seven years of professional procurement/sourcing experience three years of which were in a managerial capacity.

OR

Ten years of professional procurement/sourcing experience, three years of which were in a managerial capacity.

OR

Two years of experience at a level equivalent to Category Manager.

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM)
- Prior government procurement experience
- E-sourcing experience
- Experience using PeopleSoft Financials 7.2 or 8.8
- Procurement/sourcing experience in one or more categories in the following areas:

Services

Goods

Capital Expenditures

IT